

DDS-71-4296

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5 November 1971

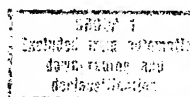
MEMORANDUM FOR: Executive Director-Comptroller
THROUGH : Deputy Director for Support
SUBJECT : Records Storage Control Policy
REFERENCE : Executive Director Memo to DDS, 1 July 1971,
Same Subject

1. This special report from the Records Management Board is for your information only.
2. As requested in paragraph 4 of referenced memorandum, the Records Board has examined these two specific records problems:
 - a. The development of an Agency policy establishing an "office of record" responsibility for Agency documents; and
 - b. The application of an Agency policy limiting the storage of computer-prepared reports to microfilm copies of these reports.

The Board has found that there is no need for the issuance of a policy statement or other action by the Executive Director-Comptroller at this time because both problems are recognized and are being acted upon by the components concerned. The Board will continue to monitor progress in these two areas.

3. In regard to the first problem the Agency Records Administration Staff has been working with Directorate Records Managers since 1968 drafting "Retention Plans for Permanent Records." These plans are Directorate-wide lists of the files of continuing legal or historical value and include the identification of the "offices of record" responsible for the preservation of the record copy. This effort to identify responsible offices for permanent records will reinforce protection of our most valuable files provided by Records Control Schedules and will aid in the development of additional systems and procedures for their control. Then this experience will be used in phase two when the "offices of record" will be identified

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for temporary records which are many times more voluminous and complicated. These Retention Plans serve to eliminate retirement of duplicate files and will promote more systematic administration, reference, and preservation or disposal of Agency documents. They also ensure file custody and control by the organizational element with primary interest and responsibility. The current status of Retention Plans in the various Directorates is detailed in the attachment to this report.

4. On the second problem, concerning an Agency policy limiting the storage of computer-prepared reports to microfilm copies of these reports, the following steps have been and are being taken:

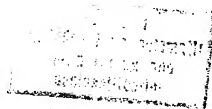
a. Printing Services Division has purchased a specialized camera that microfilms computer printouts at the rate of 165 feet a minute. Using this camera, the Office of Finance has converted over 100 cubic feet of listings to microfilm and has plans for filming another 500 cubic feet this fiscal year. The DDS&T is renting one of these cameras for one year to convert telemetry records and computer listings in FMSAC.

b. Using another technology, the Support Directorate has converted five of its computer applications involving large hard copy printouts to Computer Output Microfilm (COM). The DDP has 12 operational support computer applications and 5 records management computer applications that have been converted to COM. The DDP components have plans to withdraw some 400 cubic feet of index cards from the Records Center and convert the related computer tape record to COM in the near future.

c. The Support Services Staff is working with the Office of Personnel to convert their old hard copy printouts to microfilm and to replace many of their current hard copy computer printouts with COM applications.

d. In certain instances either the size of the report or the special user requirements of the report do not justify a COM application or conversion of hard copy printout to microfilm.

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5. The Board members feel that, at this time, satisfactory progress is being made on limiting the storage of hard copy computer printouts both at the Records Center and in the offices. Also the identification of "offices of records" is receiving as much attention as manpower and priorities permit. The Board does not recommend any policy proposal or action by the Executive Director-Comptroller at this time.

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[REDACTED]
Chairman
CIA Records Management Board

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Attachment

DDS/SSS/RAB:VJB:rf (5 November 1971)

